

EPA Boston Office

Environmental Management System Fact Sheet

What does EMS mean?

Environmental Management System

Exactly what does the EMS do?

Our EMS helps evaluate all of our activities, identify the environmental impact of doing business and reduce the impact of operations that have the greatest effect on the environment.

Nutshell version

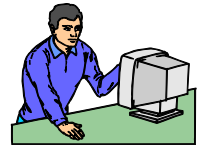
“EMS reduces the organization’s impact on the environment”

Why do an EMS?

- Helps us manage our facilities in a manner that protects the environment
- Enables us to serve as a public example and lead the way
- Comply with E.O. 13148 and Headquarters directives

Where is our EMS information available?

On the Green Team intranet site. Go to the ORA or OARM page and click on Environmental Management System. You will find the policy, goals and objectives, accomplishments, on-line basic EMS training and MORE!!!



Our Environmental Policy

Where can you find our Environmental policy?

Public conference rooms and the intranet

You should understand our policy and support our commitments to

Comply fully with the letter and spirit of all environmental laws
Continue to prevent pollution before it is produced
Improve environmental performance



What is YOUR role in our EMS?

- Learn and follow the commitments of our environmental policy
- Participate in minimizing waste
- Communicate best practices to others



Everyone's actions can potentially affect our environmental impact.....

See what YOU can do ... *over*

Does Our Office Really Have Environmental Impacts?

SIGNIFICANT ENVIRONMENTAL ASPECTS FOR THE BOSTON OFFICE	
<u>What We Do</u> Use GOVs General Office Work Heat and cool the building Commute	<u>What is the effect in the Environment?</u> Creates air pollution (emissions) Uses resources, uses energy and creates waste Uses energy Creates air pollution (emissions)

Operational Controls (SOPs) to be aware of - THESE ARE YOUR RESPONSIBILITIES!!!!

Lights & Computer	Shut off lights and computer when not in use
Recycle/Reuse	Recycle / reuse paper, cans, bottles, toner cartridges, CDs, 3-ring binders
Printing & Copying	Print & copy double sided - Don't print more than you need
Administrative	Utilize paperless systems whenever possible
Vehicles	Car pool, use mass transit, avoid excessive idling



Green Team / EMS Objectives

- Reduce paper use through electronic conversion of forms and documents
- Increase employee use of mass transit
- Reduce paper use and waste from computer printing
- Educate employees on sound environmental practices for work and home
- Design new EPA office to minimize environmental impact & achieve LEEDS rating
- Communicate information and accomplishments internally and externally
- Increase GOV gas mileage and reduce cost
- Reduce paper use and solid waste from mailings/mail returns
- Promote use of environmentally preferable products
- Manage and improve environmental performance

Remember:

Our EMS is a continual improvement tool and everyone needs to participate for us to meet our goals

Everyone's support is needed to make the EMS **BETTER** and reduce our **environmental impact!!!**